

# ADVISORY COMMITTEE APPLICATION FOR BOARD

Attachment # 5

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It is the applicant's responsibility to keep the information on this form current.  
To advise the County of any changes please contact Christine Coble  
by telephone at 488-9962 or by e-mail at CobleC@mail.co.leon.fl.us

Applications will be discarded if no appointment is made after two years.



Name: Jane M. Connaughay Date: 12/20/04  
Home Phone: 577-3566 Work Phone: 201-3555 Email: jem@mcconnaughay.com

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

Please check box for preferred mailing address.

☒ Work Address: 1024 E. Park Avenue  
City/State/Zip: Tallahassee, FL 32301

☐ Home Address

City/State/Zip: \_\_\_\_\_

Do you live in Leon County? ☒ Yes ☐ No If yes, do you live within the City limits? ☒ Yes ☐ No  
Do you own property in Leon County? ☒ Yes ☐ No If yes, is it located within the City limits? ☒ Yes ☐ No

For how many years have you lived and/or owned property in Leon County? 11 years

Are you interested in serving on any specific Committee(s)? If yes, please indicate your preference

1st Choice: Senior Outreach Advisory 2nd Choice: \_\_\_\_\_

If not interested in any specific Committee(s), are you interested in a specific subject matter? If yes, please check those areas in which you are interested, or describe other areas not listed:

Human Services \_\_ Housing \_\_ Health Care \_\_ Science \_\_ Library Services \_\_ Growth Management \_\_  
Tourist Development \_\_ Transportation \_\_ Bicycle/Pedestrian \_\_ Metropolitan Planning Organization \_\_

Other Areas \_\_\_\_\_

Have you served on any previous Leon County committees? ☐ Yes ☒ No

If Yes, on what Committee(s) have you served? \_\_\_\_\_

How many days per month would you be willing to commit for Committee work? ☒ 1 ☐ 2 to 3 ☐ 4 or more

And for how many months would you be willing to commit that amount of time? ☐ 2 ☐ 3 to 5 ☒ 6 or more

What time of day would be best for you to attend Committee meetings? ☒ Day ☐ Night

(OPTIONAL) Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals.

Race: ☒ Caucasian ☐ African American ☐ Hispanic ☐ Asian ☐ Other  
Sex: ☐ Male ☒ Female Age: 36 Disabled? ☐ Yes ☒ No

Persons needing a special accommodation to participate in an Advisory Committee should contact  
Christine Coble by telephone at 488-9962 or e-mail at CobleC@mail.co.leon.fl.us

In the space below briefly describe or list the following: any previous experience on other Committees; your educational background; your skills and experience you could contribute to a Committee; any of your professional licenses and/or designations and indicate how long you have held them and whether they are effective in Leon County; any charitable or community activities in which you participate; and reasons for your choice of the Committee indicated on this Application. Please attach your resume, if one is available.

I attended Leon County public schools through high school graduation, then received a B.A. from Furman University and a J.D. from Vanderbilt University. I hold a professional license to practice law in the State of FL, and have for 11 years. I serve as vice-chair of the Office of the Public Guardian board of directors, the FL State Guardianship Association's legislative chair and am on the Board of Directors of the

References (you must provide at least one personal reference who is not a family member):

Name: Salvatore Tozzi Telephone: 414-2566

Address: 301 S. Monroe St., 32301

Elder Law Section of  
the FL Bar and the  
Academy of Florida  
Elder Law Attorneys

Name: Brian Doffy Telephone: 222-8121

Address: 101 N. Monroe St., Ste. 900, 32301

### **IMPORTANT LEGAL REQUIREMENTS FOR ADVISORY COMMITTEE MEMBERSHIP**

AS A MEMBER OF AN ADVISORY COMMITTEE, YOU WILL BE OBLIGATED TO FOLLOW ANY APPLICABLE LAWS REGARDING GOVERNMENT-IN-THE-SUNSHINE, CODE OF ETHICS FOR PUBLIC OFFICERS, AND PUBLIC RECORDS DISCLOSURE. THE CONSEQUENCES OF VIOLATING THESE APPLICABLE LAWS INCLUDE CRIMINAL PENALTIES, CIVIL FINES, AND THE VOIDING OF ANY COMMITTEE ACTION AND OF ANY SUBSEQUENT ACTION BY THE BOARD OF COUNTY COMMISSIONERS. IN ORDER TO BE FAMILIAR WITH THESE LAWS AND TO ASSIST YOU IN ANSWERING THE QUESTIONS BELOW, YOU MUST COMPLETE AN ORIENTATION BEFORE YOUR APPLICATION IS DEEMED COMPLETE.

Have you completed the Orientation? ☐ Yes ☒ No

Are you willing to complete a financial disclosure form, if applicable? ☒ Yes ☐ No

Will you be receiving any compensation that is expected to influence your vote, action, or participation on a Committee? ☐ Yes ☒ No If yes, from whom?

Do you anticipate that you would be a stakeholder with regard to your participation on a Committee? ☐ Yes ☒ No

Do you know of any circumstances that would result in you having to abstain from voting on a Committee due to voting conflicts? ☐ Yes ☒ No If yes, please explain

Do you or your employer, or your wife or child or their employers, do business with Leon County? ☐ Yes ☒ No  
If yes, please explain

Do you have any employment or contractual relationship with Leon County that would create a continuing or frequently recurring conflict with regard to your participation on a Committee? ☐ Yes ☒ No  
If yes, please explain

All statements and information provided in this application are true to the best of my knowledge.

Signature: 

Please return Application to

Christine Coble, Agenda Coordinator  
Leon County Board of County Commissioners  
301 South Monroe Street  
Tallahassee, FL 32301

JANA E. MCCONNAUGHAY

Partner

1024 East Park Avenue

Tallahassee, Florida 32301

Phone 850.201.3555

Fax 850.201.3546

jemcconnaughay@mcconnaughay.com

## PRACTICE

Jana McConnaughay is co-chair of the firm's elder law practice and devotes her work exclusively to elder law and related issues. She focuses her practice in the areas of guardianship and other surrogate decision making vehicles, on the drafting of documents to carry out the wishes of her clients in the case of incapacity or death, and litigation of issues involved with the disabled or the elderly. She has practiced for ten years with the firm of McConnaughay, Duffy, Coonrod, Pope & Weaver, P.A., and has litigated for the firm since beginning her practice with it in 1994. She has argued in front of the First District Court of Appeal on behalf of her clients and speaks frequently to health care professionals, employers, insurance companies and others on a variety of topics. Jana is on the Board of Directors of the Office of the Public Guardian and is a graduate of the Leadership Tallahassee program. She is currently vice-chair of the Legislative Committee for the Florida State Guardianship Association. She is active in a number of other organizations statewide and nationally which educate the public and work for the elderly and those with disabilities. Her clients include individuals, hospitals and long-term care facilities.

## PROFESSIONAL ACTIVITIES

Academy of Florida Elder Law Attorneys, Board of Directors

Office of the Public Guardian, Board of Directors

Florida State Guardianship Association, Vice Chair Legislative Committee

The Florida Bar Elder Law Section, member and co-chair of the Medicaid Substantive Committee

Capital Regional Medical Center Safety Committee, Community Representative

National Association of Elder Law Attorneys

Tallahassee Bar Association

Jana authored *Workers' Compensation Settlements, the Next Generation*, *Florida Bar Journal*, August, 2002.

She also speaks extensively regarding elder law and disability issues to health care providers, associations, schools, and employers.

## ADMISSIONS

The Florida Bar, Board of Legal Specialization, certified in Workers' Compensation Law

## EDUCATION

Vanderbilt University School of Law, J.D., 1993

Furman University, B.A., *cum laude*, 1990

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